

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA

Position Title:	Clerk of Court
Location:	Tulsa
Starting Salary/Range:	JSP 16-17 (\$136,070 to \$181,172)
Opening Date:	December 6, 2015
Closing Date:	January 29, 2016
Report Date:	June 1, 2016

POSITION OVERVIEW. The United States District Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of Clerk of Court. The Court presently consists of four Active Article III Judges, one Senior Article III Judge and three Magistrate Judges. The Clerk of Court is appointed by and serves the judges of the Court. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The clerk is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office.

POSITION DUTIES. The Clerk of Court performs a variety of duties which include, but are not limited to, the following:

- Consulting with and making recommendations to the judges regarding Court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the court;
- Managing jury operations of the Court and making recommendations to improve juror utilization;
- Directing, through subordinate personnel, the Court's financial service function including purchasing, juror payments, and accounting functions;
- Managing personnel, vendors, and resources in the plan, design, procurement, installation, and implementation of automation and new technology for the Court;
- Working with members of the bar and the public to improve the delivery of Court services;
- Working with various governmental agencies on a variety of issues necessary to Court activities such as data processing, fiscal matters, and personnel;

- Hiring and assigning personnel, as well as designing and managing training programs;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management;
- Assisting with the development and oversight of the Court budget to include the creation and implementation of long and short term budget plans;
- Conducting special studies as directed and preparing statistical and narrative reports; and,
- Working closely with other court units and court committees.

QUALIFICATIONS. Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business which provides leadership capabilities and a thorough understanding of organizational, procedural, fiscal, and human aspects in managing an organization. At least three (3) of the 10 years experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

- Education in a college or university of recognized standing may be substituted for a maximum of three (3) years of the required general experience on the basis of one academic year of education equals nine months of experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for three (3) years of the required general experience. Preferably such degree should have included courses in law, government, public, business, judicial administration, or related fields.
- A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.
- A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

ADDITIONAL INFORMATION. Only qualified applicants will be considered for this position. Applicants must be U. S. Citizens or eligible to work in the United States. The Clerk of Court is required to live within the judicial district. Expenses for interviews or relocation are not authorized for reimbursement. All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch.

A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted as a condition of employment on the candidate selected for the

position. The selectee will be hired provisionally, pending successful completion of the investigation and a favorable suitability determination. Unsatisfactory results could result in termination of employment.

All employees are subject to mandatory electronic direct deposit of salary payment.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for an interview may request to review this Code at the time of the interview.

BENEFITS. Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K), and participation in Federal Employees Retirement System.

APPLICATION PROCEDURES. Applicants should submit an original and **eight (8)** copies of the following:

1. A cover letter of interest and a narrative statement that addresses qualifications, relevant experience, and management style or philosophy;
2. A current resume;
3. Names and contact information for three (3) professional references; and,
4. An Application for Judicial Branch Federal Employment (available at www.oknd.uscourts.gov).

Submit materials to:

Vacancy 16-01
U.S. District Court
Northern District of Oklahoma
333 West Fourth Street, Room 411
Tulsa, OK 74103

The application deadline is January 29, 2016. The court will screen applications and will invite a selected group for personal interviews. The final selection will be made by the judges of the court. The report date is set for June 1, 2016.

The United States District Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Specialist at 918-699-4841.

The court reserves the right to modify the conditions of this job announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.